

What Is Change of Use?

The varied buildings that make Asheville such a vibrant city today started out in different lives - a restaurant/bistro that used to be a factory, a bed and breakfast that was a home, a church converted from a warehouse. The process that owners must go through before transforming a structure into something new is called a Change of Use.

The Asheville Building Safety Department coordinates this process for the City. If you are thinking about giving your property a new life, follow this step by step Change of Use process.

Step 1

Once you have decided to change the use of a building, the first step is to call the City Permit Center at 259-5846. Please have the following information ready to speed the process:

- ☐ location/address/tax parcel number
- ☐ previous use of the building
- ☐ length of time of the previous use
- ☐ length of time the structure has been vacated
- ☐ number of available on-site parking spaces

The Permit Center will coordinate the preliminary review with Zoning. If the use is approved by Zoning, you will need to submit plans listed below.

Please remember that in addition to zoning requirements, other regulations such as building, mechanical, electrical, plumbing and fire codes must be met. It's extremely important to follow step two after you have verified zoning requirements.

Step 2

In addition to the information you provided to zoning, the Permit Center will require the following:

- ☐ site plan
- ☐ building square footage
- ☐ proposed use of the building
- ☐ building construction type
- ☐ number of stories
- ☐ size and location of any existing or new signs on the property

Depending on the type and use of the building, the Permit Center may direct you to other agencies such as Engineering, Water and Sewer and the Buncombe County Health Department.

Step 3

The last step in the Change of Use process is the preliminary review conference with our plan reviewers. The Permit Center will set this conference, which determines if you need to acquire various trade permits and submit construction documents for plan review, prior to permitting.

Permit fees may vary depending on a number of factors.

G:\Inspect\Shared\chguse.doc